



17555 PEAK AVENUE MORGAN HILL CALIFORNIA 95037

LIBRARY COMMISSION

After Action
REGULAR MEETING

JUNE 9, 2003

Morgan Hill Civic Center
Council Chambers
17555 Peak Avenue

LIBRARY COMMISSION

Chair	Kathleen Stanaway
Vice-Chair	Jeanne Gregg
Commissioner	Charles Dillmann
Commissioner	Charles Cameron
Commissioner	George Nale
Commissioner	Mary Ellen Salzano
Commissioner	Einar Anderson
Commissioner	John Boyne
Commissioner	Ruth Phebus

7:00 P.M.

CALL TO ORDER

Chair Stanaway called the meeting to order at 7:00 p.m.

ROLL CALL ATTENDANCE

Commissioner Cameron was absent

DECLARATION OF POSTING THE AGENDA

Per Government Code 54954.2

PLEDGE

Pledge was led by Chair Stanaway

OPPORTUNITY FOR PUBLIC COMMENT

None

REPORTS

1. COUNTY LIBRARY REPORT

Legislation-Funding & Budgeting

Acting Deputy County
Librarian Sarah Flowers

Joint Powers Authority

Council Member Steve Tate

Newly appointed Deputy County Librarian Sarah Flowers reported the Governor's revised state budget in May restored the TBR. California's libraries will be able to retain the \$12.1 million in revenues made from inter-library transfers. However, the Public Library Foundation received a cut in funds and will not receive the usual \$15 million. The Library Foundation will receive only \$1 million during FY 03/04.

Ms. Flowers announced the Saratoga Library will hold its Grand Opening celebration on Saturday, June 21st. All Library Commissioners are invited to attend.

The Cupertino Library will cut Sunday Hours during the month of August. The Library will be open for 4 hours on Sunday rather than the usual 6. The City used and exchange of funds for the 4th of July Fireworks Celebration to fund Sunday Hours.

Ms. Flowers reported Morgan Hill's Cycle II Library Grant Application passed the eligibility reviews. The State Library expects to make the announcement of grant awards in September.

The JPA passed the FY 03/04 operating budget. The JPA will hold a meeting to review the results of the poll conducted for the Measure A campaign. The preliminary results were positive indicating there would be support for the benefit assessment. The Measure A election committee is seeking volunteers from each city to serve as Communication Coordinators. The Coordinators will serve as the main point of contact between the election committee and the individual community. There will be a campaign kick off celebration on July 30th at the Cupertino Senior Center. The campaign's slogan is "Keep Our Libraries Strong." The Friends of the Campbell Library have donated \$4,000 toward the campaign.

2. MORGAN HILL LIBRARY REPORT

Acting Community Librarian
Nancy Howe

Ms. Howe reported circulation was up 13.75% during the month of May. Total circulation for May was 50,072.

Ms. Howe reported the Volunteer Reception held on Saturday June 6th was a success. Ms. Howe passed out flyers for the Summer Reading Program and announced there are already 100 children signed-up for the program. The Library will participate in the annual 4th of July parade. Library staff and volunteers will walk in the parade along side the Book Mobile. All Library Commissioners are invited to participate.

Shadow Mountain Baptist School wanted to give a donation of \$500 for renovations to the book drop. There was concern by students at the school that books were being dropped onto the floor. However, she stated the book drop cannot be altered and it is common for book drops to drop onto the floor. She added that most library book drops are not visible to patrons returning books. Ms. Howe has met with representatives from the school and explained the situation. The school will select another use for its donation. Commissioner Salzano asked if there was a way to cover the book drop so library patrons would not see the books dropping onto the floor. Ms. Howe indicated she was researching options to adequately cover the book drop.

Ms. Howe handed out statistics for the Morgan Hill Public Library which included the Gate Count for 1999-2003, the Percentage of the Population with Library Cards and Per Capita circulation compared to other cities in the Library system. These statistics were a result of a request from the Commission at the May meeting during the discussion of Sunday Hours. It was suggested that statistics on the number of users of the library and the number of Morgan Hill residents who hold library cards could demonstrate the need for Sunday Hours. Chair Stanaway asked if it is possible determine how often those with library cards use them. Ms. Howe responded she would conduct research to determine if that information was available, but stated it would be difficult to gather such information.

Commissioner Boyne asked Ms. Howe a question in regard to her verbal report in May, in which she announced the addition of a .5FTE Coded Page to the library staff. He asked if this was a new position. Ms. Howe responded the library was encouraged to convert existing staff hours reserved for hourly employees into a permanent benefited position. This would save staff costs over time. The library now has a part-time benefited position for a Page.

3. LEGISLATIVE COMMITTEE

Member Dillmann

Commissioner Dillmann reported the legislation has been quiet and he did not have a verbal report this month.

CONSENT CALENDAR

4. APPROVAL OF MEETING MINTUES OF MAY 12, 2003

Commissioner Gregg asked Staff Balagso to strike the language indicating she would contact the Friends of the Library on page 4 and Commissioner Boyne requested the figure 0.5% be corrected to read .005% on page 6.

Commissioner Dillmann motioned to approve the minutes as amended. Vice-Chair Gregg seconded the motion. Amended minutes approved (6:0:3). Commissioners Boyne, Salzano and Phebus abstained.

BUSINESS

5. WELCOME NEW COMMISSION MEMBER – RUTH PHEBUS

Recommended Action: Information Item. New Commission Member Ruth Phebus was sworn into Office by City Clerk, Irma Torrez on Tuesday, June 3, 2003.

Chair Stanaway welcomed Commissioner Phebus and asked her to provide a little information on her background. Commissioner Phebus stated she is a Librarian and is the Branch Manager of the Calabasas Branch of the San Jose Public Library System. She looks forward to using her experience and knowledge to aid the Morgan Hill Library Commission in its efforts. She is happy to be a member of the Commission.

6. SELECTION OF LIBRARY COMMISSION CHAIR AND VICE-CHAIR

Recommended Action: Select a Chair and Vice-Chair to assume office at the July meeting.

Vice-Chair Gregg accepted the position of Chair of the Library Commission for Fiscal Year 03/04 and Commissioner Dillmann accepted the position of Vice-Chair. The new Chair and Vice-Chair will assume their positions at the July meeting.

7. YOUTH ADVISORY COMMITTEE – LIBRARY TUTOR/STUDY PROGRAM

Recommended Action: Information Item. Members of the Youth Advisory Committee will present information on the prospective Tutor/Study Program to be held after-school at the Library.

A representative from the Youth Advisory Committee was not present at the meeting. Chair Stanaway asked for a motion to defer this item to the July meeting. Commissioner Nale motioned to defer the item and Commissioner Phebus seconded the motion. Motion approved (8:0)

The Library Tutor/Study Program will be on July 14th Library Commission agenda.

8. REPORT ON EXPLORATION OF FUNDRAISING STRATEGIES

Recommended Action: Information Item. Commissioners Anderson, Cameron, Dillmann, Nale and Salzano will provide a report their findings on prospective fund raising strategies for the Library.

Commissioner Anderson distributed a hand-out, which was a summary of the Commission's exploration of fund raising strategies. The hand-out provided the purpose of the Commission's desire to raise funds, fund raising goals, the alternatives methods of organization and, the recommendation of the sub-committee on how to proceed. The sub-committee recommends the formation of a an organization dedicated to raising funds for the library that will operate under the umbrella of the Friends of the Library. The sub-committee also recommends the Board of Directors of the organization consist of the following members:

Three Library Commissioners

One representative from the Friends of the Library

One representative from the American Association of University Women

Two representatives from local organizations

Vice-Chair Gregg complimented Commissioner Anderson on the hand-out and his ability to concisely summarize several months of work. Commissioner Dillmann stated it is difficult to raise funds and grant applications must be tailored to the individual funding organization and fit its goals. Commissioner Boyne asked if any research had been done on grants available for library operation. Ms. Flowers responded she conducted research and was not able to identify grants for operations. She added grants do not typically fund operations. Grant funds are usually targeted toward special projects, materials and programs. Chair Stanaway asked if any portion of the funds received through the benefit assessment could be applied toward Sunday Hours. Ms. Flowers stated the library currently receives 20% of its operating budget through the benefit assessment. The funds are used for materials and staff hours. Ms. Flowers stated she did not think the funds could be used specifically for Sunday Hours. Vice-Chair Gregg and Commissioner Salzano stated that although the preliminary results of the poll were positive, there is no guarantee the benefit assessment will pass. They both cited several school bonds which were recently turned down by voters. Commissioner Anderson stated he has visited libraries in other states and has learned they utilize volunteers to extend library hours. Ms. Flowers responded the library's labor contract precludes the use of volunteers for any task that is the responsibility of a paid employee. She added the library is very limited in the use of volunteers.

Chair Stanaway asked if it was time to approve the Recommendation of the sub-committee. Commissioner Dillmann moved to approve the following motion:

The Morgan Hill Library Commission approves the Recommendation of the fund raising Sub-Committee to form an organization dedicated to raising funds for the Morgan Hill Library. The organization will operate under the umbrella of the Friends of the Library. The Commission will proceed with the sub-committee Recommendation to develop an agreement with the Friends of the Library, establish a Board of Directors and gain concurrence of the City Council.

Commissioner Anderson seconded the motion. Motion approved (8:0)

9. REPORT ON LIBRARY STAFF RECOGNITION

Recommended Action: **Information Item.** Commissioners Dillmann, Cameron and Nale will report on their findings in regard to prospective methods to fund a Library Staff Recognition event.

Commissioner Dillmann distributed a handout, which provided the following recommendations on a Library Employee Recognition event:

1. The event be held on a quarterly basis
2. The first event should be held in September

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3. The event should be held at the library to maximize attendance,
 4. Commissioners will sponsor the first event and seek support for subsequent events
 5. The event should include the donation of a book or other gift in honor of the staff.
 6. It is estimated the first event will cost approximately \$15 per person or \$600 plus \$150 for a gift.

Commissioner Salzano asked if he expected the cost to be \$750 four times a year and asked where the funds would come from. Commissioner Anderson added it would be \$83.33 per Commissioner for each event. Commissioner Phebus asked if it was necessary to hold such an event four times a year during tight economic times. Commissioner Dillmann stated he felt it was important to recognize the library staff during tight economic times and felt a quarterly event was appropriate. Chair Stanaway asked if the Friends of the Library had funds to contribute to such an event. Commissioner Dillmann responded the funds raised by the Friends are used to benefit the library itself through the purchase of materials etc. Ms. Flowers added she felt the Friends would opt to contribute their funds toward the library and not a staff recognition event. Chair Stanaway asked Staff Balagso if the City had any funds to contribute toward the event. Staff Balagso responded the City has budget constraints this year and has allocated \$400 per Commission for FY 03/04. She stated the funds could be used toward the event if the Commission approved the expenditure. Vice-Chair Gregg stated she agreed with Commissioner Phebus that perhaps four times a year would be excessive during these tight economic times. Vice-Chair Gregg then suggested perhaps once a year would be sufficient. Commissioner Phebus suggested the Commission could explore dove-tailing this event with something the library is already doing. Ms. Flowers stated the County Library is currently researching various ways to recognize staff. She added each branch library has its own informal staff recognition. Commissioner Salzano stated she felt there are ways to recognize staff without spending a great deal of money. Chair Stanaway asked if the Commission could seek donations of food. Vice-Chair Gregg stated it is difficult to get donations from Nob Hill and Safeway due to the high volume of requests.

Commissioner Salzano suggested a pot luck would reduce costs. Vice-Chair Gregg suggested something less complicated than full meal. She stated a brunch with muffins and croissants might be easier. Ms. Howe stated the event could be held in the Community Room or the Story Room. Ms. Flowers stated it is difficult to get the entire staff together during the day due to different shifts and work schedules. Commissioner Salzano asked if the event should be held near Thanksgiving. She added it would give the Commission more time to plan the event. Ms. Flowers added November and December are difficult because the library is closed on more days during those months. Commissioner Anderson suggested the event could be held once in September and then another subsequent event could be planned. Ms. Howe stated she felt a brunch or dessert would work best. She added the best days and time to hold the event would be Monday – Thursday between the hours of 12:00 p.m. to 2:00 p.m. Vice-Chair Gregg stated desserts would be easy and the Commission could sponsor the event by donating dessert items. Commissioner Anderson stated the Commission could use a portion of the City's funds for the event. Commissioner Phebus suggested the date be selected now. Commissioner Salzano moved that the event be held on Tuesday September 15 from 12:00 p.m. to 2:00

p.m. at the Library. Commissioner Dillmann seconded the motion.
Motion approved (8:0)

Commissioner Nale asked if he could comment on the Sunday Hours item in the minutes from the May 12th meeting. He stated the Commission suggested a letter be drafted to address the Council's questions and demonstrate the need for Sunday Hours. Commissioner Nale volunteered to draft the letter. Chair Stanaway thanked Commissioner Nale for volunteering to write the letter and asked Staff Balagso to place this item on the July agenda.

**10. RECOGNITION OF NEWLY APPOINTED DEPUTY COUNTY LIBRARY
SARAH FLOWERS**

Recommended Action: Recognize and congratulate Sarah Flowers on her new appointment as Deputy County Librarian.

Chair Stanaway congratulated Ms. Flowers on her new position. Ms. Flowers announced the Council will recognize her on June 18th at 7:00 p.m. Members of the Commission congratulated Ms. Flowers individually.

Vice-Chair Gregg asked Ms. Howe if she would take the position of Community Librarian. Ms. Howe stated it is a temporary assignment. Ms. Flowers stated the announcement for the position of Community Librarian would be issued the following week. Commissioner Salzano complimented Ms. Flowers on the library articles in the Morgan Hill Times.

Commissioner Salzano brought angel food cake with fresh strawberry topping to celebrate Ms. Flowers' appointment.

ANNOUNCEMENTS

Commissioner Salzano expressed her concern over the Council's decision not to re-appoint former Commissioner Keeshen to the Library Commission. She also questioned the City's policy on notifying Commission applicants of the Council's decision on appointments to Commissions. Chair Stanaway asked Staff Balagso to provide a copy of the City policy on the notification of Commission applicants of the Council's decision at the July meeting.

Vice-Chair Gregg provided an update on the Morgan Hill Oral History Project. She stated the committee will meet again in September. The Project Chair, Bill Keig, will make a presentation to the Historical Society to request the Society sponsor the Project.

REQUESTS FOR FUTURE ITEMS

Commissioners have requested that the following agenda items be placed on the Library Commission agenda for the next meeting or on a future date:

1. Youth Representation on the Library Commission
2. Letter to Council on Sunday Hours
3. City's Written Policy on Appointment to Boards and Commissions
4. School/Library Cooperation
5. Vision for the Library of the Future

ADJOURNMENT to the next monthly meeting scheduled on **July 14, 2003** in City Council Chambers.

Commissioner Dillmann moved to adjourn the meeting. Vice-Chair Gregg seconded the motion. Motion approved (8:0)